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From: Nawn, Kathleen (DPH)
Sent: Friday, June 29, 2012 9:57 AM
To: Caloggero, Dina (DPH); Han, Linda (DPH)
Subject: RE: iNET access for 3 West after July 1, 2012
Attachments: 3West access list 20120618.xls

Dear Dina and Dr. Han-

As you know, July 1 is on Sunday. Just checking to see if you've had the opportunity to review the 3 West info I provided and do you want me to perform the tasks we discussed? I recommend that we don't delay in resolving the 3West access issue, since the Drug Analysis Lab is no longer a MDPH entity and we shouldn't compromise their security by allowing non-Dept of Public Safety personnel ready access to 3West.

All visitors (BLS, BEH, BHQPS, PDs, etc.) dropping off evidence should utilize the "Police Dept" access cards issued at the UMASS Security.

For Dina- will Paul Seeberg continue to reside on 3 West?

Thank you for your guidance on this matter.

Sincerely.....kathy

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From: Nawn, Kathleen (DPH)
Sent: Monday, June 18, 2012 9:15 AM
To: Caloggero, Dina (DPH)
Subject: iNET access for 3 West after July 1, 2012

Dear Dina-

Thank you for speaking with me at our weekly meeting of 6/15/12 regarding the email below 6/14/12, where I outlined for you (the LSS Mgr) transition tasks for 3 West (when the Drug Analysis Lab transfers from MDPH to Dept.Public Safety).

I've attached a current listing of iNET access for 3 West.

The highlighted section is personnel who would retain their 3 West access as of 7/1/12.

The un-highlighted area is MDPH personnel who also have access at this time.

I recommend that you review the un-highlighted area and determine removal of iNET access from employees based on your post-July 1 plan of access.

if you wish, I'm happy to assist you with this matter.

[If yes, please provide detailed instructions and timeline of tasks that you would like me to do]

Sincerely.....kathy

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From: Nawn, Kathleen (DPH)
Sent: Thursday, June 14, 2012 1:05 PM
To: Caloggero, Dina (DPH)
Subject: Updates to LSS procedures due to changes in restricted lab areas

Dear Dina-

As you know during our SA program meeting, today (6/14/12),

1. Dr. Smole briefed us on the latest developments regarding her installation underway for iNET/Veridmin apps room 867, and installation of cameras (8W hall & in room 866)

2. Dr. Han' information about impending transfer of the Drug Analysis Lab/ 3 West
Dept. of Public Safety (DPS) on July 1, 2012.

3. As the LSS Mgr, just a reminder you'll need to

a. Updates to the SA.001 SOP

- 1) all sections describing the location of restricted labs (add 867 & delete 3west Drug Lab spaces)
- 2) update attachment for restricted access lab employee form (add 867, name of access approver)

b. updates to all LSS training materials (for Floor, SAT-Floor/Lab, and non-SAT Floor/Lab)

c. update to our MDPH BLS iNET/ VeriAdmin inventory document delineating iNET/ VeriAdmin infrastructure by room and hallways/stairwells/elevator lobbies for 867 and 3 VWest

d. implement strategy for adding 867 and access enrollment of personnel including updating visitor access cards, and update all documents related to LSS access

e. Add 867 to all documents related to performing visitor card audits.

f. Implement strategy for transferring 3West enrollment and iNET/ VeriAdmin apps management to DPS and UMASS, and determine and remove MDPH (BLS, BID,BEH,BPSQ) personnel access for 3West

g. Install LSS document station inside 867.

h. Remove MDPH document station at 3 West elevator lobby

i. Update Camera inventory document for 8 west & 866 additions.

j. TBD- tasks as they arise related to 867 and 3West

I would be happy to assist you with these many tasks.

Please let me know how you wish to proceed.

Sincerely.....kathy

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